

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3847

TITLE: Housing Services Specialist IV

GRADE: S-25

DEFINITION:

Under general supervision, supervises a housing program (i.e., Pubic Housing/Rental Program, Resident Services, Section 8, or Senior Housing) and/or performs highly technical relocation work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions allocated to this class supervise a housing program and perform work of considerable difficulty.

ILLUSTRATIVE DUTIES:

Participates in the development, revision and documentation of policies and procedures, training programs, manuals and handbooks pertaining to the program supervised, which integrate federal, state and local regulations;

Plans and sets goals and priorities for the program and staff managed;

Analyzes program progress and recommends and implements corrective action when necessary;

Prepares budgets for assigned program;

Prepares, or oversees preparation of grant proposals;

Prepares and presents items to the Fairfax County Redevelopment and Housing Authority (FCRHA) and the Board of Supervisors to make recommendations and/or to explain housing programs and procedures;

Participates in the development of Requests for Proposal, evaluation of proposals and selection of contractors to provide services in support of the assigned program;

Administers and monitors contracts as necessary;

Makes presentations to other agencies, clients, associations, community groups and the public regarding the assigned program;

Prepares County, state and federal reports;

Represents the agency on inter-agency and community work groups and committees; and

Attends regular program, branch and team meetings to improve inter- and intra- division communication and coordination of activities and projects.

As the Pubic Housing/Rental Program Manager

Manages the Public Housing/Rental Program, which includes the functions of tenant selection, occupancy and property management for hundreds of public housing and rental program units at numerous locations throughout the County;
Oversees supervisory and non-supervisory Housing Services Specialist positions;
Ensures timely occupancy of vacant and new construction units;
Develops leases and contracts; and
Analyzes program progress, recommending and implementing corrective action when required.

As the Resident Services Program Manager

Manages the Resident Services Program, which is designed to maximize self-sufficiency and promote upward mobility among residents of assisted housing developments;
Oversees professional and supervisory positions;
Oversees direct and case management services to a County-wide potential client pool of thousands of families and elderly individual; and
Represents the agency on interagency human services projects and teams.

As the Section 8 Program Manager

Manages the Section 8 Program, which includes the functions of new and existing tenant certification, housing inspection, contract administration, fraud investigation and damage claim processing;
Prepares quarterly billings to numerous Housing Authorities across the country for families participating in the portability program;
Provides a point of contact for portability billing inquiries, complaint resolution, regulation interpretation and referrals for intra-agency programs.
Revises Section 8 Administrative Plan and procedures manuals, as necessary; and
Assists in development of grant applications for Section 8 Rental assistance from the Department of Housing and Urban Development.

As the Senior Housing Program Supervisor

Participates in the planning, development, marketing and occupancy of senior housing facilities;
Provides general program oversight of several senior housing facilities;
Selects, trains, supervises and evaluates housing managers of housing facilities for seniors;
Reviews and ensures accuracy/completeness of annual tenant recertifications;
Prepares monthly HOME subsidy reports for appropriate Senior Housing facilities;
Monitors and ensures accuracy and completion of HOME program data entry; and
Acts for the Director of Senior Housing in his/her absence.

As a Relocation Program Supervisor

Supervises and trains relocation specialists performing relocation services for low-middle income individuals and families under federal, state and County regulations;

Analyzes acquisitions and develops relocation plans, project timetables and procedures;
Provides technical assistance and advice to staff on relocation regulations, procedures, real estate principles, Fair Housing Laws, zoning and acquisition procedures;
Reviews potential acquisitions, rehabilitation's and demolitions for replacement and relocation requirements; Works with development and management staffs in the relocation process;
Acts for the Relocation Services Branch Chief in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of, and ability to interpret, implement and explain federal, state and local housing assistance and/or relocation regulations;

Extensive knowledge of property management and/or real estate principles;

Knowledge of human service facilities and programs available to County residents;

Knowledge of real estate practices and regulations, and those pertaining to right-of-way determination (may be required, depending upon area of assignment);

Knowledge of the issues involved with the tenant pool served;

Knowledge of security issues involved with public housing;

Effective oral and written communication skills, including public speaking skills;

Effective management and training skills;

Negotiation skills;

Contract administration and enforcement skills;

Skills in the analysis of housing relocation situations (may be required, depending upon area of assignment);

Ability to analyze complex issues and make recommendations and independent decisions;

Ability to anticipate and resolve problems;

Ability to develop, recommend and implement policies and procedures;

Ability to establish and maintain effective, cooperative working relationships with tenants and professionals in the residential, legal, business and human services communities;

Ability to manage a variety of projects and meet deadlines;

Ability to develop grant proposals;

Ability to evaluate bids and monitor contractors; and

Ability to utilize word processing and spreadsheet software.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in sociology, psychology, public administration or a related field; PLUS

Five years of experience in the field of human relations, Section 8, or property management.

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CERTIFICATES AND LICENSES REQUIRED:

Certification as a Public Housing Manager within one year of employment may be required for some positions, depending upon area of assignment.

Possession of a valid Motor Vehicle Driver's License may be required for some positions, depending upon area of assignment.

ESTABLISHED: July 7, 1997